

TITLE: Police Officer

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DEPARTMENT: PoliceREPORTS TO: Police Sergeant, Lieutenant, Captain or Division ManagerSUPERVISES: NoneDEFINITION:

Provides emergency aid, security, and protection of life and property for the citizens of Gresham by patrolling business, rural, and residential areas, responding to requests for information and assistance, investigating criminal activity, subduing combative suspects, making arrests, working with people to solve problems associated with crime and neighborhood problems, and ensuring proper enforcement of laws and regulations.

ESSENTIAL JOB FUNCTIONS-- (Any one position may not include all of the duties listed nor do the listed examples include all tasks which may be found in positions of this class.)

Patrols assigned geographical areas in the City by car, foot, bicycle, or other means of transportation to aid in preventing crime and to enforce Federal, State, and City laws and regulations.

Observes, reports, and acts on conditions conducive to crime and danger such as checking buildings for security; observing residences, schools, banks and vacant areas; checks suspicious persons and vehicles. Issues citations, makes arrests or takes other action as warranted by circumstances.

Reports traffic hazards and directs pedestrian and vehicular traffic flow when necessary. Works with people in the community to solve on-going traffic related problems. Enforces vehicle operation and parking regulations; issues warning or notice of traffic infraction as appropriate. Disburses unruly crowds at public gatherings

Responds to emergency calls; determines the nature of a call, investigates the circumstances, and takes any necessary and prudent action. May call for assistance or superior officers if necessary.

Takes command at scene of crime or accident; administers first aid and requests medical service as necessary; takes statements and interviews victims and witnesses; examines situation; records vital information regarding causes and circumstances.

Performs on-site tests and interrogations of individuals suspected of intoxication. When further testing is warranted, escorts suspect to Department headquarters and conducts breathalyzer analysis, video taping, or other applicable tests. Prepares records and reports per departmental procedure.

As required, physically detains law violators or those who may be resisting arrest; activity may require physically subduing suspect, moving through heavy underbrush and trees, jumping fences, climbing onto or into buildings. Activity may require using deadly force to protect self or others.

Conducts investigation assignments of suspected illegal activity or follow-up investigations of criminal cases. May also conduct specialized investigations. Conducts interviews of victims, witnesses and suspects. Maintain security of persons and evidence at a crime scene. Collects and documents evidence and requests lab analysis as appropriate. Submits progress reports on cases under investigation. Attempts to link crime with others of similar nature.

Performs stake-outs or undercover operations to obtain sufficient evidence to prosecute or identify principal participants perpetrating a crime.

Prepares all forms and reports necessary to file felony and/or misdemeanor charges.

Prepares criminal cases for prosecution with either the City or County Prosecutor. Interacts with prosecutors, attorneys, and court officials; testifies in court as required.

Performs community liaison activities; educates the public about crime prevention. Provides general information on laws and ordinances; explains process of filing a formal complaint, the extent of police patrols, and alternatives available to citizens. Directs citizens to appropriate authorities as necessary.

Serves and enforces civil process issued by the courts to include restraining orders, orders for protection, no contact orders, anti-harassment orders, and subpoenas. Serves arrest and search warrants.

Prepares and writes a variety of reports and records, such as reports on arrest, property impounded, accidents, offenses, damages to property, and results of investigations.

OTHER JOB FUNCTIONS

Attends meetings, seminars, and other training classes to maintain current up-to-date knowledge of criminal and civil laws, as well as technical skills in order to remain proficient in the performance of duty.

Assures that all equipment used is maintained and operating properly.

Maintains working relations with surrounding police departments, County Sheriff, State Patrol, school officials and relevant community service agencies to assure an accurate and timely flow of information as related to day-to-day duties and activities.

Serves as Field Training Officer for new officers to ensure knowledge of job procedures, safety issues, and geographical and cultural characteristics of the City.

Works on specialty assignments which may include the areas of public education, schools and training.

Performs other related duties as assigned.

WORKING CONDITIONS:

Duties are primarily performed on patrol in an assigned geographical area where the employee is exposed to varying and extreme weather conditions. When responding to emergencies, employee risks physical hazard from violent, aggressive, and hostile people, a variety of weapons, noise, chemicals, bodily secretions, sharp objects, traffic, drugs and drug paraphernalia and crime scenes. Physical exertion is required to climb stairs, go over walls, run, move heavy objects, crawl through tight spaces, kneel in confined areas and sit for long period of time during surveillance. Physical effort is required to lift materials, equipment and persons exceeding 50 lbs, and subdue combative persons. May experience disruption in sleep patterns as a result of rotating shift work.

QUALIFICATIONS:

Knowledge of:

- Federal, state, county, and City laws, regulations, and ordinances.
- Criminal behavior and causes underlying criminality and social, psychological and physical needs of criminals.
- Standard police practices, methods, and procedures.
- Safety standards, procedures, and precautions utilized in police activities.
- Methods of investigation, apprehension, and rules of evidence.
- Basic first aid and CPR procedures.
- The safe and appropriate use of firearms and other police related tools.

Ability to:

- Apply principles and techniques of modern crime prevention, investigation, apprehension, rules of evidence, and all other aspects of law enforcement.
- Skillfully and safely use firearms and other police-related tools.
- Physically handle persons resisting arrest.
- Communicate clearly and concisely, both orally and in writing.
- Read and comprehend complex laws, ordinances, plans and orders.
- Maintain composure under adverse conditions such as public harassment, critical injuries, and death.
- Establish and maintain effective working relationships with other employees, officials, and citizens from a variety of racial, ethnic, and economic backgrounds.
- Analyze situations quickly and objectively and to recognize actual and potential dangerous situations, and to determine proper course of action.
- Present evidence in court effectively; skill in observation and remembering details such as names, faces, and incidents.
- Physical ability to perform the essential functions of the job.

Education and Experience -- Any equivalent combination of education and experience which provides the applicant with the knowledge, skills, and abilities required to perform the job. A typical way to obtain the knowledge and abilities would be:

High School diploma or G.E.D., two years of college course work in a police related field is preferred.

Licenses, Certificates, and Other Requirements

Valid driver's license

Must be 21 years of age at time of appointment

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Must be a United States citizen at time of appointment

Approved: 7/1/92
Revised: 5/18/93

Union Code: T
FLSA Status: NE